

**C-4000**  
**DEMONSTRATE THE ABILITY TO SELECT AN INCIDENT STAFF**

**CONDITIONS**

You are an Incident Commander (IC) and must select your incident staff.

**OBJECTIVES**

1. Determine the command staff required to support the current incident
2. Determine the general staff required to support the current incident
3. Demonstrate knowledge of the requirements for deputies and assistants in key positions on an incident.
4. Demonstrate knowledge of the reasons not to combine positions on an incident.

**TRAINING AND EVALUATION**

**Training Outline**

1. The primary command staff functions are information, safety, liaison, and chaplain services. These functions are the responsibility of the Incident Commander should these positions not be filled. To properly understand their requirements, it is necessary to review the basic responsibilities of these personnel:

a. The Information Officer will be the point of contact for the media or other organizations seeking information directly from the incident or event. Although several agencies may assign personnel to an incident as information officers, there will only be one incident Information Officer. Others will serve as assistants.

b. The Mission Safety Officer monitors safety conditions and develops measures for insuring the safety of all assigned personnel.

c. The Agency Liaison is the primary contact for representatives from other agencies (usually called agency representatives) that may be assigned to the incident to coordinate their agency's involvement.

d. The mission Chaplain ministers to both spiritual and emotional needs of all individuals, families, and mission staff alike. The chaplain arranges for religious services or observances on Sundays and other holy days of obligation. During the mission, the chaplain may serve as a liaison for victim's families, providing information on the progress of the mission and coordinating the families' needs with the Logistics Section Chief or other mission personnel and agencies as necessary. When serious injury or loss of life has occurred, the mission Chaplain may provide pastoral care to the mission staff, victims, survivors, and their families.

2. The primary direct line management functions of an ICS organization have been established as the operations, planning, logistics, and finance/administration sections. The Incident Commander has responsibility for these functional activities if a general staff position is not activated. To properly understand their requirements, it is necessary to review the basic responsibilities of these personnel:

a. The Operations Section Chief is responsible for managing all tactical operations at an incident. The number of tactical resources involved and span of control considerations generally dictate the build-up of the operations section. There is no precise guideline for when the operations section will be established on an incident, but incident commanders should consider that the operations section is responsible for ground or surface based tactical resources, aviation resources (both helicopters and fixed-wing aircraft), and staging areas.

b. The Planning Section Chief is responsible for providing planning and status services for the incident. The planning section collects situation and resource status information, evaluates it, and processes the information for use in developing action plans. Dissemination of this information is then provided to key staff members through the incident action plan, formal briefings, or through map and status board displays.

c. The Logistics Section Chief provides all incident support needs with the exception of air logistics support. Logistics provides facilities, transportation, communications, supplies, equipment maintenance and fueling, food services for responders, medical services for responders.

d. The Finance Administration Section Chief is responsible for managing all financial aspects of an incident including but not limited to cost analysis, compensation and claims, and even determining if there is a need for an incident commissary. Not all

incidents will require a finance/administration section. Only when the involved agencies have a specific need for finance services will the section be activated. Due to the specialized nature of the administration and finance function, the finance/administration section chief is usually a member of the jurisdiction or agency requiring financial services, but that is not an absolute requirement.

3. Deputy and assistant positions may be established for general and command staff positions respectively, but must meet some basic guidelines prior to assignments.

a. Deputies are individuals fully qualified to fill the primary positions as section chiefs. Assistants may not be fully qualified to fill the position on the command staff, but ideally will be qualified to step in if needed.

b. Deputies and assistants can be designated from other jurisdictions or agencies as appropriate.

c. Deputies and assistants must understand that only one person will be designated to lead each general or command staff position at a time.

4. Though staffing may be limited and it may often seem easier to combine staff positions initially, it does not normally work out as well in the long-term. It is better to initially create two separate functions, and if necessary for a short time place one person in charge of both. That way the transfer of responsibility can be made easier when it happens. Additionally, there are two main reasons to not combine positions:

a. If the positions need to be separated at a later time, this could cause confusion due to mix of assignments, staffing, etc.

b. This creates a “non-standard” organization that would be confusing to incoming agencies.

**Additional Information**

More detailed information on this topic is available in the Mission Staff Reference Manual.

**Evaluation Preparation**

**Setup:** Prepare a list of potential staff members for the incident commander to choose from when selecting his staff for an incident scenario you provide.

**Brief Student:** Given the list and scenarios prepared above, ask the student to select their staff for the next operational period. The student should be prepared to defend their decisions.

**Evaluation**

<u>Performance measures</u>	<u>Results</u>	
1. Based on the list and scenario provided, was the student able to assign staff members to the incident so that the mission objectives could be accomplished.	P	F
2. Can the student explain the guidelines for employing deputies and assistants?	P	F
3. Can the student explain the two main reasons not to combine staff positions?	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.